



**Department of Housing and Community Development**

**December 17, 2009**

**NOTIFICATION OF VACANCY**

**COMMUNITY DEVELOPMENT ADMINISTRATOR  
(Program Administration Specialist II)**

**POSITION #00026**

**LOCATION:**

**DHCD  
600 EAST MAIN STREET  
RICHMOND, VA 23219**

**HIRING RANGE:**

**\$41,000 - \$52,000 Annually**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development has an exciting opportunity for a high energy, detail oriented individual to assist in the implementation of the VA Enterprise Zone (EZ) Program. The program is a well recognized community economic development tool in the Commonwealth that stimulates private investment and job creation in distressed localities. The essential functions of this position consist of providing technical assistance and training to local governments resulting in maximizing the effectiveness of the enterprise zone designations; assist businesses, private investors, CPAs, and other clients in the incentive qualification process; review and process incentive applications; compile incentive information; and produce reports and conduct research.

**QUALIFICATIONS GUIDE:**

Considerable knowledge of economic and community development needs of distressed areas. Demonstrated ability to work with and provide assistance to localities, CPAs, and businesses. Strong interpersonal and problem resolution skills. Demonstrated ability to independently plan and execute multiple programmatic activities; to develop and recommend program procedures; communicate effectively both orally and in writing and make technical presentations; to organize, manage, and analyze program data and records and evaluate results; to design and conduct training and input workshops; to give attention to details while keeping the broad goals for the program in view; to manage time, prioritize work to meet deadlines, work independently and as part of a team. Strong attention to detail as well as strong math and analytic skills. Strong skills in using Microsoft Office products especially Excel and PowerPoint. Some knowledge of the EZ concept, VA EZ Program preferred. Knowledge of grant and other economic development incentives helpful. Degree in planning, public administration, business administration, or a related field is preferred or an equivalent combination of training and experience will be considered in lieu of educational requirements. Must be able to work beyond a normal work schedule and some travel is required.

**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY THURSDAY, JANUARY 7, 2010, 5:00 p.m., EST.**

***For additional information please contact our Human Resource Office, at (804) 371-7000***

***An Equal Opportunity Employer***

***Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.***